



## ***the CONDUIT***

Minority and Women's Business Enterprises Division

### **Tools of the Trade**

The links below provide you with step-by-step information for doing business with the State of Indiana. Utilize these tools to help you get those contracts!

- [Doing Business with the State: A How-To Guide](#)
- [Procurement](#)
- [Public Works](#)
- [Indiana Department of Transportation \(INDOT\)](#)

### ***Advancing Hoosier Women in Business Seminar Series Set***

Lt. Governor Becky Skillman, the Indiana Office of Community and Rural Affairs, and the Indiana Small Business Development Center Network are pleased to announce they will once again host the *Advancing Hoosier Women in Business* seminar series during summer 2008. This popular event will be held in four locations: Rensselaer, Jasper, Marion, and Madison.

Each seminar provides Hoosier businesswomen with technical and educational resources as well as networking opportunities. Success stories of how rural women have launched successful entrepreneurial careers will be featured. Attendees can look forward to panel discussions, Lt. Governor Skillman's keynote address and other notable speakers.

The registration fee for each one-day seminar is \$20 per person. Each event will be held from 10 a.m. until 2 p.m. and lunch is included. Dates are as follows:

- Rensselaer, June 19;
- Jasper, June 26;
- Marion, July 8;
- and Madison, July 22.

Please log on to [www.ocra.in.gov](http://www.ocra.in.gov) or call the Indiana Office of Community and Rural Affairs at 800.824.2476 to register for any of the *Advancing Hoosier Women in Business* seminars.

### **ISCBA Announces Open House and Matchmaking Event**

The Indiana Stadium and Convention Building Authority (ISCBA) invites you to attend the "***Open House and Matchmaking Event***" for the Indiana Convention Center Phase V project on June 18, 2008, from 10:00 a.m. - 12:00 noon. This event will follow the pre-bid meeting at 9:00 a.m., (500 Ballroom), and will be held at the Indiana Convention Center 500 Ballroom, located at 100 S. Capitol, Indianapolis, Indiana.

See [attached documents](#) for bid package listing and RSVP.

The format for the Open House and Matchmaking Event is as follows:

**9:00 a.m. - 10:00 a.m.**

**Pre-Bid Conference**

10:00 a.m. - 10:10 a.m.

Welcome/Introduction

10:10 a.m. - 12:00 noon

Matchmaking & Relationship Building

It is not too late to RSVP for this event. Please contact Marshawn Wolley, Shiel Sexton/Powers & Sons/Nubian Construction Group by email at [mwolley@nubianconstructiongroup.com](mailto:mwolley@nubianconstructiongroup.com), or by fax at (317) 631-4212, if you intend to participate in this event.

### Put MBEC to Work for You

Indiana's Minority Business Enterprise Center (MBEC) provides strategic business consulting services to Indiana Minority Business Enterprises (MBEs). For more information visit the [MBEC website](#) or contact Reppard Horne, MBEC Executive Director at 317-234-5223 today!

The federal guidelines require the MBEC to work with firms owned by ethnic minorities, and certain minimum business size limits may apply. For more information about minority businesses, visit the U.S. Department of Commerce, [Minority Business Development Agency](#).

### Doing Business with INDOT: A Guide

Unlike other State Agencies, which complete construction projects through IDOA's Public Works Division, INDOT handles its own construction contracts. To get started on INDOT contracts, consultants (construction engineering firms), contractors and subcontractors should access the [INDOT home page](#). Once on the home page, select the "Doing Business with INDOT" tab from the navigation tree on the left side of the page.

**Construction engineering firms** will find project design opportunities (including RFPs) by accessing the [consultants](#) link. This page also provides a link to [sign-up for notification](#) of new RFPs, and contains pre-qualification and DBE information/requirements.

**Subcontractors and prime contractors** will find contracting opportunities by accessing the [letting](#) link. INDOT releases a notice to contractors, a schedule of pay items and order forms approximately 30 days prior to a letting. To find opportunities, prime contractors and subcontractors should:

- Access the [18 month letting list](#) and search for potential opportunities.
- View the [highway letting dates](#) schedule of major release dates for business planning purposes.
- Review an individual [letting](#) month page by clicking on a date. Each individual letting month page contains the following information:
  1. **Schedule of Pay Items.** Use the "find function" at the top of the page to search for pertinent contracts for your area of work.
  2. **Notice to Contractors.** Look up individual contracts to identify each project's district, specific location, scope, and goals. For more detailed information about the contract, contact the [district or sub-district](#) in which the project is located.
  3. **Order Form.** Used to purchase contract information and to be automatically placed on the Bidders & Planholders list.
  4. **Download Contract Information.** Download contract information for free by clicking the download contract information link at the top of each letting page. (Make sure to fill out the [plan-holders list form](#) to get placed on the Bidders & Planholders list.)
  5. **Bidders & Planholders list.** See a list of primes and subcontractors interested in the contract. Note: The Bidders & Planholders list is automatically updated if you purchase the contract information through the

order form tab, but when downloaded must be done manually by filling out the [plan-holders list form](#). This list is posted two weeks before the letting date and updated one week prior to the letting date.

Supplemental prime contractor information is available via the [contractors](#) link. This page:

- Provides contractor requirements, necessary forms, instructions on how to bid on projects and a link to [sign-up for notification](#) of new contracts.
- Links to [unit price averages](#).
- Links to a [district map](#) that allows you to drill down by clicking a district or sub-district to obtain contact information. Questions about specific contracts should be directed to the district or sub-district in which the project is located.

Prime contractors interesting in placing a bid can do so through the online program [BidExpress](#). Contractors desiring to submit electronic bids via Bid Express must register with INDOT as a valid bidder by submitting [BidExpress registration form](#). If you are already registered, follow the directions on the BidExpress website.

Best practice tip: Save these links as favorites on your web browser for future reference.

## Upcoming Events

### June 25, 2008

Purdue University Office of Supplier Diversity Development - Construction Connection Event  
Madam Walker Theater  
617 Indiana Avenue  
Indianapolis, IN 46202  
5:00 p.m. - 8:30 p.m.  
[Event and Registration Information](#)

### July 15, 2008

Contact to Contract: Roundtable Connection  
Indiana Government Center South, Convention Center  
401 W. Washington St., Indianapolis  
8 a.m. to 2 p.m.  
[Registration Instructions](#) | [Register](#)

The 2008 Business Diversity Series is held in conjunction with Indiana Black Expo's Indiana Black Business Conference. Indiana Black Expo's 38th Annual Summer Celebration is July 10- 20, 2008. This year's Business Diversity Series sponsors include six of Indiana's State Institutions of Higher Education.



September 3 & 4, 2008

The Women's Business Development Center (WBDC) - 22<sup>nd</sup> Annual Entrepreneurial Woman's Conference. Location: Chicago's Navy Pier

[Event and Registration Information](#)

## Welcome-and Welcome Back!

**The following Indiana Companies have been certified or re-certified as of May 2008:**

|   |              |    |       |
|---|--------------|----|-------|
| A J's Tool Rental, Inc.                 | Avon         | IN | WBE   |
| ACCC Co., LLC                           | Evansville   | IN | M/WBE |
| Acme Health Services, Inc.              | Indianapolis | IN | MBE   |
| Act Development, LLC                    | Indianapolis | IN | M/WBE |
| Affiniti                                | Lafayette    | IN | WBE   |
| Alta Healthcare, Inc                    | Indianapolis | IN | MBE   |
| American Int'l Manufacturing Solutions  | Carmel       | IN | WBE   |
| Another Dominion Cleaning Service       | Indianapolis | IN | MBE   |
| Beachfront Development, LLC             | Munster      | IN | MBE   |
| Bee Environmental Management, Inc.      | Plainfield   | IN | WBE   |
| Belmont Graphics LLC                    | Portland     | IN | WBE   |
| Bliss Travel, Inc.                      | New Albany   | IN | WBE   |
| Bucher & Christian Consulting, Inc.     | Indianapolis | IN | MBE   |
| C. C. Boone & Company, Inc.             | Evansville   | IN | M/WBE |
| C. Lee Construction                     | Griffith     | IN | MBE   |
| Carson Manufacturing Company, Inc.      | Indianapolis | IN | WBE   |
| Chaney Financial Group ,LLC             | Indianapolis | IN | MBE   |
| Chrysalis Consulting, LLC               | Carmel       | IN | WBE   |
| Clifford International, Ltd             | Indianapolis | IN | WBE   |
| Communications Products, Inc.           | Indianapolis | IN | MBE   |
| Corvee, Inc.                            | Indianapolis | IN | WBE   |
| DLZ Indiana, LLC                        | Indianapolis | IN | MBE   |
| DLZ Industrial, LLC                     | Burns Harbor | IN | MBE   |
| Donna K. Unversaw, Ph.D.                | Indianapolis | IN | WBE   |
| Engaging Solutions                      | Indianapolis | IN | M/WBE |
| FANS, Inc.                              | Indianapolis | IN | MBE   |
| G&M Training & Services, LLC            | Hammond      | IN | MBE   |
| Gibson & Associates, LLC                | Indianapolis | IN | M/WBE |
| Harmon Construction, Inc.               | North Vernon | IN | MBE   |
| Harmon Steel, Inc.                      | North Vernon | IN | MBE   |
| Harris & Ford, LLC                      | Indianapolis | IN | MBE   |
| Help Logistics LLC                      | Anderson     | IN | WBE   |
| Imagery, LLC                            | Westfield    | IN | WBE   |
| Indy Medical Supplies                   | Zionsville   | IN | MBE   |
| Infinite, Inc.                          | Indianapolis | IN | MBE   |
| Johnson & Johnson Janitorial Service    | Indianapolis | IN | MBE   |
| Kramer & Leonard, Inc.                  | Chesterton   | IN | WBE   |
| Laura Kopetsky Tri-Ax, Inc.             | Indianapolis | IN | WBE   |
| Lori's Transportation & Excavation, LLC | Covington    | IN | WBE   |
| Main Sporting Goods, Inc.               | East Chicago | IN | WBE   |

|  |              |    |       |
|--|--------------|----|-------|
| Major Engineering & Land Surveying, Inc. | Indianapolis | IN | MBE   |
| Matchbook Creative, Inc.                 | Carmel       | IN | WBE   |
| Nellis Landscape Inc                     | Evansville   | IN | WBE   |
| Odis Hardin Enterprises LLC.             | Indianapolis | IN | MBE   |
| PattiMark Enterprises                    | Tipton       | IN | WBE   |
| Perras & Associates                      | Indianapolis | IN | WBE   |
| Print Directions, Inc.                   | Indianapolis | IN | WBE   |
| Professional Part-Time Employment Soluti | Fishers      | IN | WBE   |
| ProMed Medical Management, Inc.          | Indianapolis | IN | WBE   |
| Ramirez, M.A. & Co., Inc.                | Evansville   | IN | MBE   |
| Riverside Contracting & Excavating, LLC  | Madison      | IN | WBE   |
| S. Q. Suggs LLC                          | Indianapolis | IN | WBE   |
| Smoot Construction, LLC                  | Indianapolis | IN | MBE   |
| Spectrum Lasers, LLC                     | Hammond      | IN | WBE   |
| Supportive Systems, LLC                  | Indianapolis | IN | WBE   |
| Supreme Remodeling Services, Inc         | Indianapolis | IN | MBE   |
| Taylor Insurance & Risk Management Svc.  | Indianapolis | IN | MBE   |
| Telamon-IMS Corporation                  | Carmel       | IN | MBE   |
| The Appleton Company                     | Indianapolis | IN | MBE   |
| The Bryant Group, Inc.                   | Indianapolis | IN | MBE   |
| The Powell Law Office, LLC               | Indianapolis | IN | MBE   |
| Truks, Inc.                              | Indianapolis | IN | WBE   |
| Virtue Business Consulting LLC           | Indianapolis | IN | M/WBE |
| Watkins Management Company               | Gary         | IN | MBE   |
| Yes I Can Company                        | Indianapolis | IN | M/WBE |

For more information on these companies please see the [Certification List](#) on the Minority and Women's Business Development website.

***Committed to Participation***